

**KHWAJA MUHAMMAD FAHAD**

**OBJECTIVE**

To attain a challenging position in an organization, which utilizes my skills to their optimum level, appropriately rewards performance and offers continuing opportunities of advancement and growth.

**PROFESSIONAL AND ACADEMIC EDUCATION**

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| **Qualifications** | **Year** | **Status/Grade** | **Institution** |
| Chartered Accountant (Finalist) | Till date | 5 papers left to qualify | Institute of Chartered Accountants of Pakistan (ICAP) |
| ACCA (part qualified) | Till date | 5 papers left to qualify | Association of Chartered Certified Accountants |
| Professional Accounting Affiliate (PAA) | 2016 | Qualified | Institute of Chartered Accountants of Pakistan (ICAP) |
| Bachelor of Commerce (B.CoM) | 2009 | 1st Division (68%) | University of Karachi |
| High School Certificate (H.S.C.) | 2006 | A-Grade (76%) | Adamjee Govt. Science College Karachi |
| Secondary School Certificate (S.S.C.) | 2004 | A-1 Grade (89%) | B.V.S. Parsi High School Karachi |

**PROFESSIONAL WORK EXPERIENCE**

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| * **KPMG Karachi Office – Pakistan November 2010 – May 2018** |
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| **This also includes the following short term transfers to KPMG;** |
| * Dubai office January 2015 – March 2015 |
| * Saudi Arabia (Khobar) office December 2015 – April 2016 |
| * Abu Dhabi office January 2018 – April 2018 |
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| * **Ghulam Faruq group- Karachi June 2018 - Present** |

# ROLES AND RESPONSIBILITIES

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* **Supervisory Senior- KPMG**

I was associated with **KPMG Karachi** office as a **Supervisory Senior** in the **Audit and Assurance** department. During this tenure, I was also seconded for short term assignments to **KPMG Dubai** office, **KPMG Saudi Arabia** office and **KPMG Abu Dhabi** office as a **Senior Audit Associate**. I was responsible for the audit and related engagements from initial planning to conclusion and reporting thereon. A brief of major responsibilities included:

* Establishing overall Audit Strategy and preparing Audit Plan in the context of applicable financial reporting framework, industry-specific reporting requirements and reporting objectives of the engagement;
* Acting as a team leader at various engagements, assigning, supervising and reviewing work, reporting to engagement manager and engagement partner and handling daily on the job issues;
* Coordinating with clients’ top management and various professionals such as other auditors, internal auditors, lawyers and information technology experts in respect of critical reportable audit matters;
* Ensuring compliance with the requirements of International Standards on Auditing and Code of Ethics issued by the International Federation of Accountants (IFAC);
* Reviewing financial statements in accordance with the financial reporting framework applicable in Pakistan, United Arab Emirates and Saudi Arabia which includes compliance with International Financial Reporting Standards (IFRS), local GAAPS, local corporate and tax laws and regulations and directives of regulatory authorities;
* Evaluating system of internal control and risk management procedures identifying weaknesses therein and communicating those weaknesses along with recommendations to those charged with governance and management;
* Coaching and mentoring of junior staff.

Following are the clients that contributed to my professional growth:

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| **Manufacturing and Trading**   * Loads Limited * ZIL Limited * Martin Dow Limited * DYL Motorcycles Limited * Total Oil Pakistan (Private) Limited * Giordano Middle East FZE (UAE) * Dubai Aluminum PJSC (UAE) * Lifestyle Jewelry LLC (UAE) * Lite Tech Industries LLC (UAE) * Heba for Lighting and Technology Company Limited (Saudi Arabia) * ADCAN Pharma LLC (UAE) * Al Baddad Group (UAE) * Atra Trading Company LLC (UAE) * Unicol Limited | **Financial Sector**   * Gulf International Bank (Saudi Arabia) * Habib Metropolitan Bank Limited * First Women Bank Limited * Pak-Gulf Leasing Company Limited * SME Leasing Limited * Habib Insurance Company Limited * TPL Direct Insurance Limited * Habib Metropolitan Financial Services Limited * Habib Metropolitan Modarba Management Company (Private) Limited |
| **Services and Non-profit organizations**   * Aga Khan Planning and Building Service Pakistan * Aga Khan Education Services Pakistan * The Citizens Foundation * Nando’s Pakistan (Private) Limited * Memon Health and Education Foundation * Intertek Pakistan (Private) Limited * Etilize (Private) Limited * Al Rostamani Real Estate LLC (UAE) * Heba Operations and Maintenance of Firefighting Equipment Company Limited (Saudi Arabia) * MENA Real Estate Solutions LLC (UAE) * Blue Lake properties LLC (UAE) * Sheikh Zayed Grand Mosque Center Abu Dhabi * Royal Business Centre LLC (UAE) | **Provident and Pension funds**   * Gillette Pakistan Limited - Employees’ Provident Fund * Gillette Pakistan Limited – Employees’ Pension Fund * ZIL Limited – Employees’ Provident Fund |

* **Manager Finance – Ghulam Faruq group**

I am working as a Manager Finance in Ghulam Faruq group reporting directly to the CFO and 5 employees are directly reporting to me. My major responsibilities include:

* Prepare various monthly, quarterly and annual, financial and operational reports
* Present financial reports to Board of Directors
* Establish and maintain financial policies and procedures for the Company
* Fund Management and coordination with the Banks
* Preparing yearly budgets and monthly forecasts
* Coordinate with the external auditors / Internal Auditors

# COMPUTER SKILLS/ COURSES

* Highly skilled in MS Office.
* SAP-FICO
* Completed 90-hour Course of Computer Practical Training (CCPT) and Presentation Skills Training Course (PSTC) recommended by Institute of Chartered Accountants of Pakistan.
* Proficient in use of KPMG auditing and documentation software **E-Audit** used by KPMG firms globally.
* Participated and attended training course on International financial reporting standards (IFRS) and Audit Methodology of KPMG.

# PERSONALITY TRAITS / SKILLS

* Strong analytical skills
* Team working and Leadership skills
* Hardworking and problem solving skills
* Flexible and adaptive to any working environment
* Strong communication skills

# PERSONAL INFORMATION

* **Date of birth:** June 13, 1988
* **Nationality:** Pakistani
* **Marital Status:** Single
* **Languages:** English (fluent), Urdu (native)
* **Extra-Curricular activities:** reading business journals, playing cricket, badminton, socializing with colleagues and friends
* **References:** Will be furnished upon request